

The Prequalification Process – Frequently Asked Questions

- What has changed this year that makes this a streamlined process? *If you are a firm who is not currently prequalified for any categories with the Department, the process is not streamlined. You will still need to submit a full application with all the necessary supporting materials. However, if you are a firm that was prequalified for any categories the previous year, the requirements for your submission to become prequalified for those categories, in the upcoming year, has been reduced. Resumes and project examples/descriptions are not required for those categories. You only need to indicate those employees who retain the necessary licenses and/or certifications for the specific categories, and provide proof they are current and valid. Please note, any categories you are requesting which you were NOT prequalified for in the previous year, requires resumes and project examples/descriptions, since it is a new category request.*
- What should my prequalification package consist of if I am a firm who is currently not prequalified in any categories with the Department? *You must submit a complete prequalification package, including project examples which describe your firm's experience in the past five (5) years for each category being requested. You must also include resumes of personnel which contains the information listed on the Personnel Resume document.*
- What happens if the employee I designate as 'In Responsible Charge', does not currently have a valid, current registered Professional Engineer (or Architect, as applicable) license in the State of Connecticut, but one of the Key Personnel does? *The person identified as 'In Responsible Charge' MUST retain a current Connecticut professional license. Your firm will not be given the opportunity to revise the submission, and therefore will not be prequalified in that particular category.*
- What happens if I forget to include one of the employee's licenses, or my corporate license, that was a requirement for a specific category, but the license is current and valid? *Your firm will be given the opportunity to submit proof of licensure during the Department's review period.*
- What happens if I fail to sign the Prequalification Submittal Form? *You will be given the opportunity to come to the Consultant Selection Office during the review period, and sign your form. It must be an original signature. A copy or a pdf of a new signed form is not allowed.*
- For new Prequalification category requests, do I need to include the licenses, certifications, and registrations of ALL the individuals listed as 'Key Personnel' on the prequalification Category cover page? *No. However, you must ensure that you have provided proof that at least one person listed has the necessary license, certificate, or registration required to satisfy the specific category. If you have already satisfied the category's requirements by including another person's license, certificate, or registration, you do not need to duplicate it by including the same one for someone else in that category. You should indicate on the Prequalification cover page which staff members have their licenses, certificates or registrations included.*
- I was prequalified last year for a particular category. The 'In Responsible Charge' person for that category is the same as in last year's submission. Do I need to submit that person's resume? *No, resumes are only required when applying for a category which your firm was not prequalified for the previous year. However, you must include proof of a current and valid Connecticut Professional Engineer or Architect license, when applicable.*
- I was prequalified last year for a particular category. I am changing the 'In Responsible Charge' person for that category this year. Do I need to submit the new person's resume? *No, resumes are only required when applying for a category which your firm was not prequalified for the previous year. However, you must include proof of a current and valid Connecticut Professional Engineer or Architect license, when applicable.*
- The Department has added new categories this year. How do I get prequalified for those categories? *A firm who is applying for categories which it was not prequalified for in the previous year, must submit an application that contains a full section for those categories. This includes project examples/descriptions; proof of proper licenses/certifications/registrations; and resumes. This procedure applies whether it is a category added by the Department or a category that the firm did not receive approval by the Department in the previous year.*

- Our firm name changed, albeit slightly, from last year's submission. Can we submit an abbreviated package for the prequalification categories we were approved for last year? *No. A name change to your firm, regardless of how slight, will require a full, complete application.*
- The Traffic Engineering category has been revised to Traffic and Safety Engineering. If I was prequalified in Traffic Engineering last year, can I submit an abbreviated submission for this revised category? *Yes. Although the name and category description has been expanded to include the Safety Engineering component, it is considered part of Traffic Engineering, so a full category submission is not necessary.*